

GREENSBORO N.C.

NDC

RI-399 INVENTORY

DATE/2 124 12018

USPS: James M. Chavira

APWU: Leah Rose Dennis

NPMHU: Martha Delaf

LDRG  
REPRESENTATIVES  
PRINTED NAME

USPS: James Chumley

APWU: Leonard Dennison

NPMHU: Martin Doherty

INITIALS

USPS: *JC*

APWU: *LD*

NPMHU: *MD*

## UPDATED REGIONAL INSTRUCTION - 399 REVIEW

REVISED 9-1-2017 INSTALLATION INVENTORY  
OF  
MAIL PROCESSING OPERATIONS

FACILITY: GREENSBORO NDC CITY: GREENSBORO STATE/ZIP CODE: NC 27495 DATE: 12/24/2018

1. OPERATION NUMBER OR LOCAL DESCRIPTION	#	2. FUNCTION NUMBER OR LOCAL DESCRIPTION	3. ASSIGNED CRAFT AS OF 9-1-2017 (PLACE AN "X" IN COLUMN)		4. NUMBER OF ATTACHED DIAGRAM(S) (OPTIONAL)
			CLERK	MAIL HANDLER	
KEYER TRAINING operation 781	1	ADMINISTER TRAINING AND TESTING FOR KEYING OPERATIONS	X		

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			CLERK	MAIL HANDLER	
HAZMAT STAGING-SORTING AREA	1	HAZMAT IDENTIFIED MAIL BROUGHT TO AREA BY EQUIPMENT OPERATORS,		X	
	2	MAIL IS SORTED AND STAGED FOR DISPATCH		X	
	3	MAIL IS DISPATCHED TO DOCK		X	
	4	MAIL IS LOADED ONTO TRUCK/VAN AS LAST ITEM ON REAR OF TRUCK/VAN		X	
					3

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			CLERK	MAIL HANDLER	
H-1 CONVEYOR FEED INTO SECONDARY INTO SECONDARY STORAGE BELTS operation 229-230	1	MAIL BROUGHT TO CONVEYOR BY EQUIPMENT OPERATORS		X	
	2	LOADED MAIL CONTAINERS INSERTED INTO CONTAINER UNLOADERS		X	
	3	MAIL CONTAINERS EMPTIED ONTO CONVEYOR BELT VIA DUMPER		X	
	4	EMPTY MAIL CONTAINERS REMOVED FROM UNLOADERS AND PLACED IN TO STAGING.		X	
					4

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			CLERK	MAIL HANDLER	
CS 12 SACK SLIDE  EQUIPMENT IS STILL IN PLACE AND OPERABLE, IF USE OF EQUIPMENT CHANGES THIS WILL BE REVISITED AS NEW WORK	1	SACKS COME DOWN SLIDE FROM CONVEYORS SYTEM		X	
	2	WORK AREA SET UP FOR OPERATION		X	
	3	SACKS ARE OPENED AND CONTENTS DISTRIBUTED INTO MAIL CONTAINERS.		X	
	4	EQUIPMENT OPERATORS OR CRS TAKE CONTAINERS OF MAIL CONTAINERS AREAS TO BE WORKED		X	

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			CLERK	MAIL HANDLER	
BULK EQUIPMENT STAGING AREA WHERE EMPTY EQUIPMENT IS BROUGHT TO FOR STAGING FOR USE AFTER BEING UNLOADED FROM TRUCK OR BROUGHT IN FROM OUTSIDE	1	EQUIPMENT OPERATORS BRING EQUIPMENT FROM TRUCKS OR WORK AREAS TO BE STAGED FOR FUTURE USE		X	
	2	EQUIPMENT OPERATORS BRING EQUIPMENT FROM BULK STAGING AREA TO WORK AREAS TO BE USED		X	
					6

REVISED 9-1-2017 INSTALLATION INVENTORY  
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INITIALS  
US  
APR  
NPM

INITIALS

USPS: \_\_\_\_\_

APWU: \_\_\_\_\_

NPMHU: \_\_\_\_\_

[illegible]

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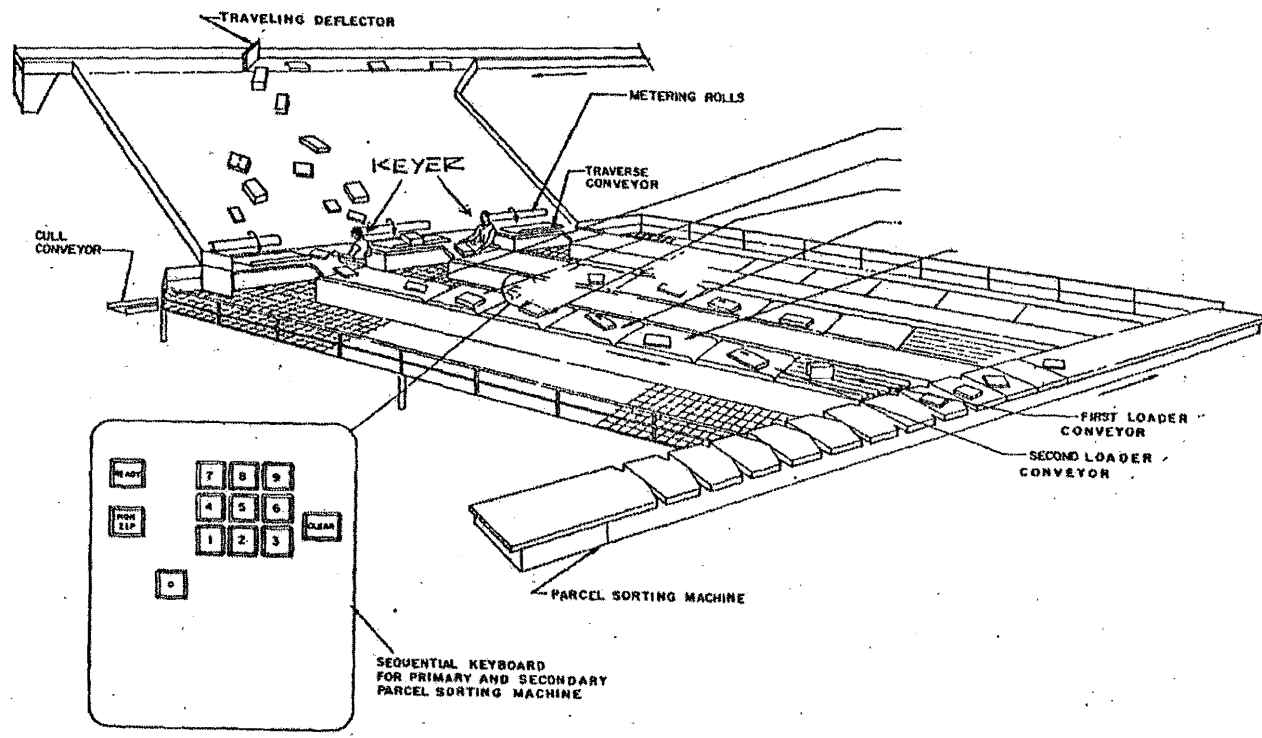
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			CLERK	MAIL HANDLER	
SRS 2A SACK UNLOADER	1	FULL MAIL CONTAINERS BROUGHT TO UNLOADER BY EQUIPMENT OPERATORS FROM TRUCKS		X	
	2	FULL MAIL CONTAINERS STAGED NEAR SRS 2A UNLOADER		X	
	3	FULL MAIL CONTAINERS INSERTED INTO UNLOADER		X	
	4	MAIL DUMPED ONTO CONVEYOR BELT		X	
	5	EMPTY MAIL CONTAINERS REMOVED FROM UNLOADER		X	
					8



# PARCEL SORTING OPERATION



5812

GREENSBORO BMC

Figure 2-11 PSM Induction Area

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		CLERK	MAIL HANDLER	
PRIMARY PARCEL SORTERS P1 AND P2 OPERATION NUMBERS 856-11,12,13 856-21,22	#			1
	1 KEYS PARCELS	x		
	2 WORKS CULL BELTS	x		
	PULLS AND DISPATCHES LOADED 3 CONTAINERS FROM CONTAINER LOADERS		x	
	4 WORKS MAIL FROM MISSENT CHUTES INTO MAIL CONTAINERS	x		
	SENDS MAIL CONTAINERS TO UNLOADERS EITHER BY HAND OR CRS FOR PLACEMENT 5 BACK INTO THE MAIL STREAM	x		
	6 WORKS MAIL FROM CULL BELTS INTO MAIL CONTAINERS	x		
	SENDS MAIL CONTAINERS TO UNLOADERS EITHER BY HAND OR CRS FOR PLACEMENT 7 BACK INTO THE MAIL STREAM	x		
				9

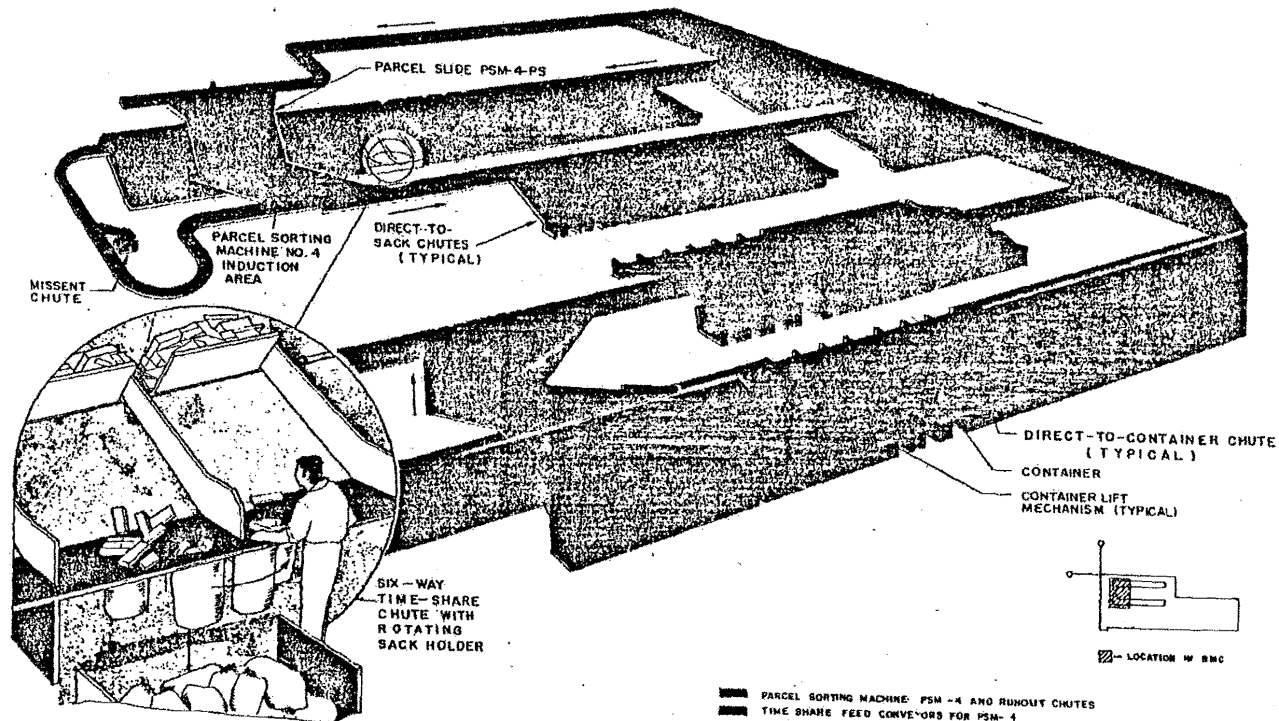


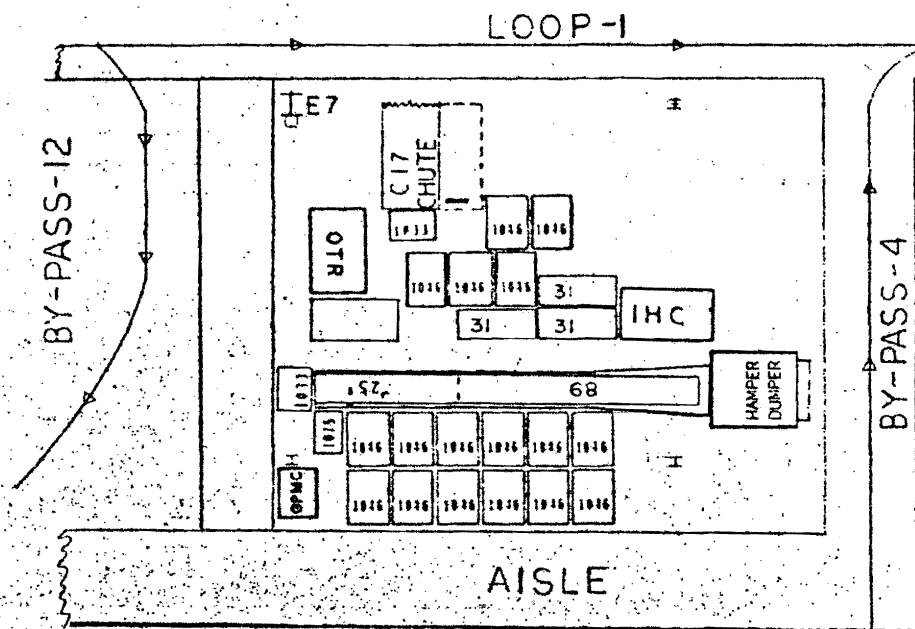
Figure 2-13 Secondary Sorting System and Output

NPMHU:

## MAIL PROCESSING OPERATIONS

[illegible]

# I.P.P SORT AREA



aisle

OTR OTR OPMC OTR ASHEVILLE AND 9

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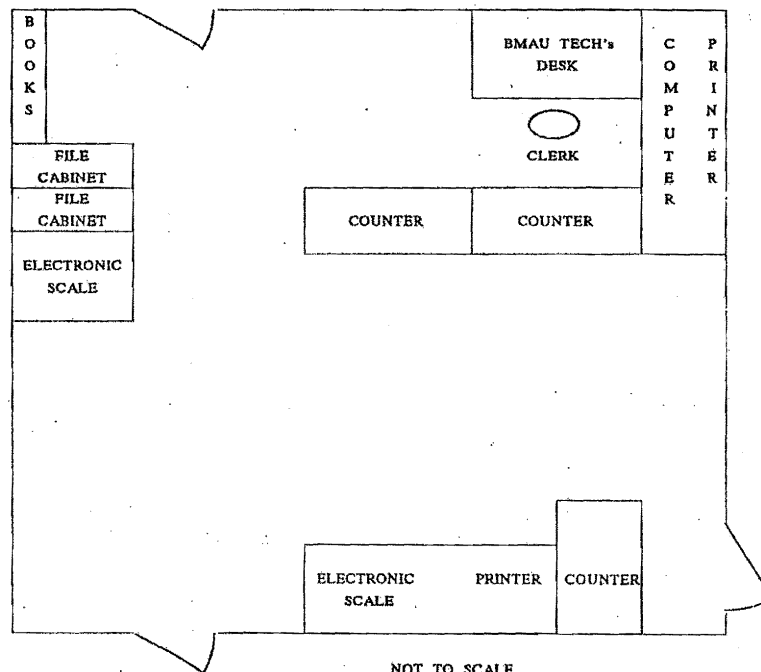
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			CLERK	MAIL HANDLER	
IRREGULAR PARCEL POST (IPP)  OPERATIONS 012	1	BRINGS MAIL FROM TRUCK TO IPP WORK AREA		X	1
	2	BRINGS EMPTY MAIL CONTAINERS TO IPP STAGING AREA		X	
	3	SET UP IPP WORK AREA WITH MAIL CONTAINERS	X		
	4	DISTRIBUTE IPP INTO SACKS AND CONTAINERS	X		
	5	SWEEP AND DISPATCH FROM WORK AREA TO STAGING AREA	X		
	6	PULL LOADED EQUIPMENT FROM STAGING AREA TO TRUCK FOR DISPATCH		X	
					11

# BULK MAIL ACCEPTANCE UNIT (BMAU)



FILES

PLATFORM SCALE

B:Urban, MISC

GREENSBORO BMC

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			CLERK	MAIL HANDLER	
BULK MAIL ACCEPTANCE UNIT					1
NO LONGER IN FACILITY, OPERATION MOVED TO P&DC	1	UNLOAD MAIL FROM TRUCK, WEIGH AND VER	x		
	2	READIES VERIFIED MAIL FOR DISPATCH	x		
	3	EQUIPMENT OPERATORS TAKE VERIFIED MAIL TO DOCK FOR DISPATCH		x	
					12



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			CLERK	MAIL HANDLER	
DISTRIBUTION)					
OPERATION 100-20	1	BRINGS STICK NMOS FROM TRUCK AND NMO MACHINE TO STICKS WORK AREA		X	
	2	SET UP OF STICKS WORK AREA		X	
	3	LOAD OVERSIZE PARCELS AND STICKS INTO CONTAINERS		X	
	4	DISPATCH LOADED EQUIPMENT FROM STICKS WORK AREA TO TRUCKS		X	
					13

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[illegible]

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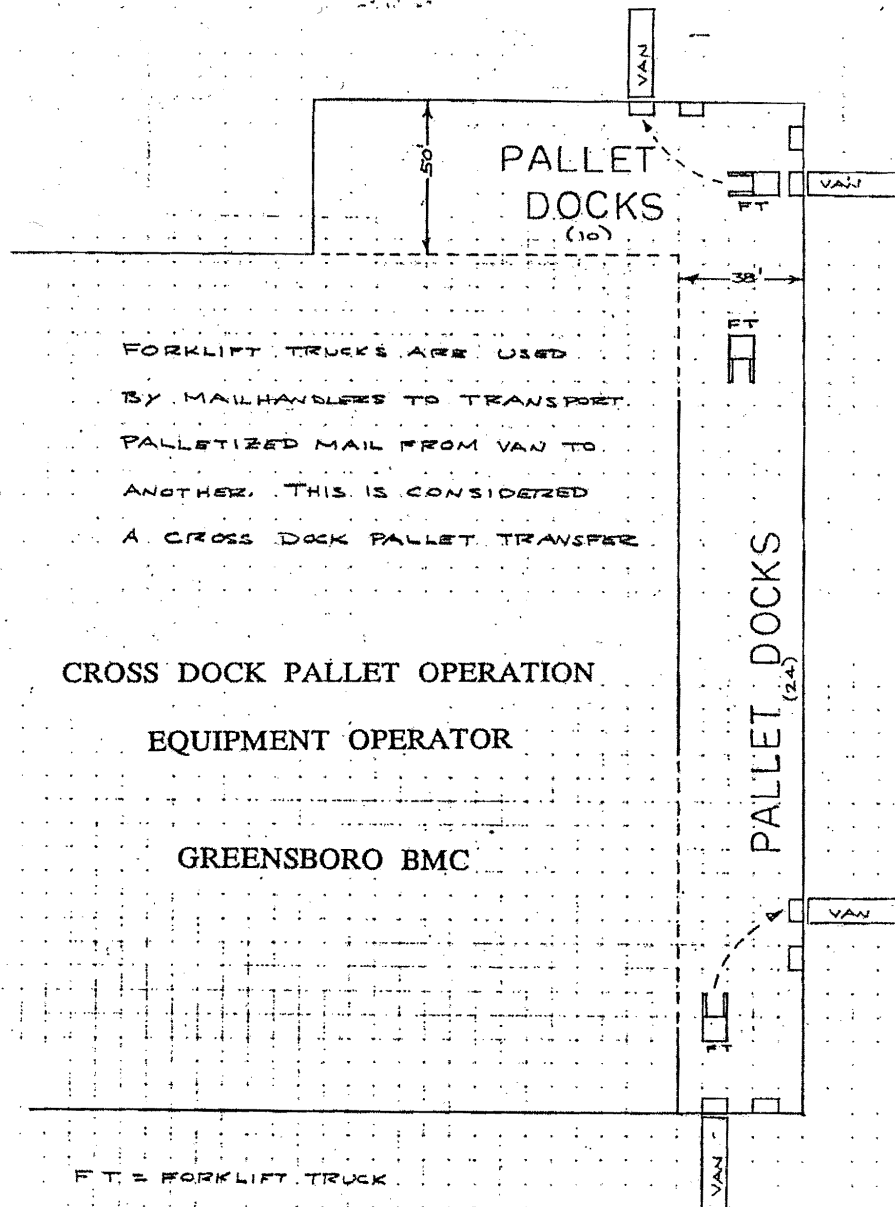
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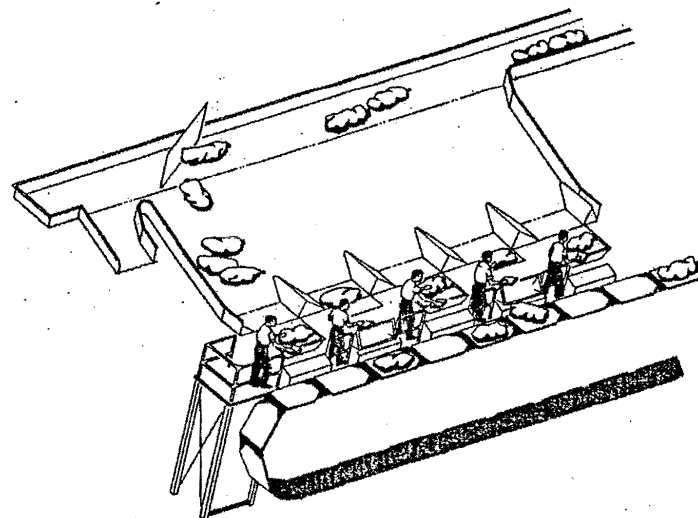
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			CLERK	MAIL HANDLER	
CROSS DOCK OPERATION					1
VIS FORKLIFT FROM ONE TRUCK TO ANOTHER TRUCK	1	UNLOADING AND DISTRIBUTING CROSS DOCK MAIL FROM 1 TRUCK TO ANOTHER		x	
					15



48

## SACK SORTING OPERATION



GREENSBORO BMC

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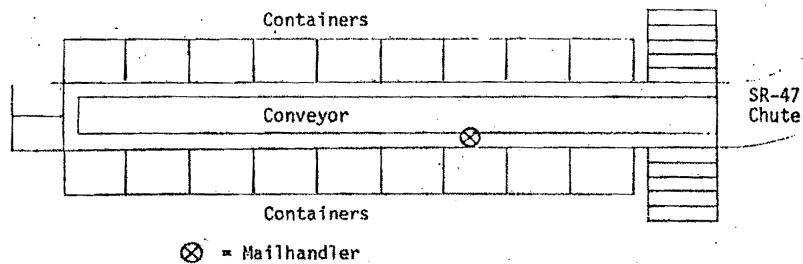
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			CLERK	MAIL HANDLER	
SACK SORTING OPERATION					3
OPERATIONS 238-10 SSM-1, 238-20 SSM-2	1	KEY SACKS TO SACK RUNOUTS		X	
	2	TAKE EMPTY EQUIPMENT FROM CRS LOOP AND SET UP OPERATION AT SACK RUNOUTS		X	
	3	UNLOAD SACK ROLLER TABLES AND RUNOUTS AND LOAD SACKS INTO EMPTY EQUIPMENT		X	
	4	PLACE LOADED SACK EQUIPMENT FROM SACK RUNOUTS ONTO THE CRS LOOP		X	
					16

## SR-47 OPERATION

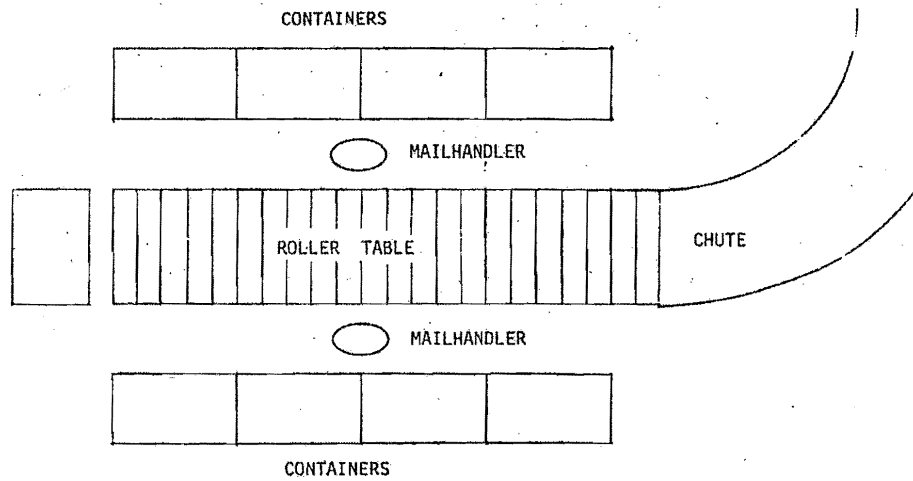
OPERATION SET UP SIMILAR TO THAT OF SR 9, SRD 54 AND SRD 77 AS WELL, A RAISED CONVEYOR BELT MAIL IS SORTED INTO CONTAINERS STAGED AROUND OR BESIDE IT



Mailhandler removes mail from conveyor and sorts to a container.

GREENSBORO BMC

## ROLLER TABLES



GREENSBORO BMC

2°



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			CLERK	MAIL HANDLER	
AUTOMATED PARCEL BUNDLE SORTER OPERATIONS 4350-30 KEYING 435-31 SWEEPING	1	BRING MAIL FROM TRUCKS TO CONTAINER UNLOADER STAGING AREA		x	
	2	BRING EMPTY EQUIPMENT TO STAGING AREA		x	
	3	TAKE MAIL FROM CONTAINER UNLOADER STAGING AREA AND PLACE INTO DUMPER		x	
	4	SET UP OF RUN OUTS, SACKS, CONTAINERS AND SACK RACKS	x		
	5	DUMP MAIL ONTO INFEEED BELTS		x	
	6	KEYS AND VERIFIES MAIL TO THEIR DESIGNATED RUNOUTS	x		
	7	TAKE EMPTY MAIL CONTAINERS FROM LOOP AND PUT FULL MAIL CONTAINERS ONTO LOOP DURING THE TOUR OR OVERTIME PERIOD, I.E. PRIORITY AND PARCELS	x		
	8	BREAKDOWN OF MACHINE AND MOVING MAIL INTO STAGING AREA WHEN OPERATIONS CHANGE DURING THE TOUR OR OVERTIME PERIOD, I.E. PRIORITY AND PARCELS	x		
	9	DISPATCHING MAIL FROM STAGING AREA DURING THE TOUR OR OVERTIME PERIOD, I.E. PRIORITY AND PARCELS		x	
	10	WEIGH SACK AND PRINT LABELS TO ATTACH TO SACKS	x		
	11	PLACE WEIGHED AND LABELED SACKS INTO MAIL EQUIPMENT	x		
	12	LOOSE MAIL TAKEN FROM KEYING STATIONS TO STAGED CONTAINER AND THEN STAGED CONTAINED WHEN FULL TAKEN TO DISPATCH STAGING AREA	x		
	13	LOOSE MAIL FROM INFEEED BELTS PUT INTO CONTAINER AND THEN TAKEN TO DISPATCH STAGING AREA		x	
MANUAL SCAN WHERE YOU BAND 208					
					17

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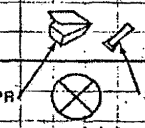
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USPS: James Chumley  
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USPS: 200  
APWU: 210  
NPMHU: AD

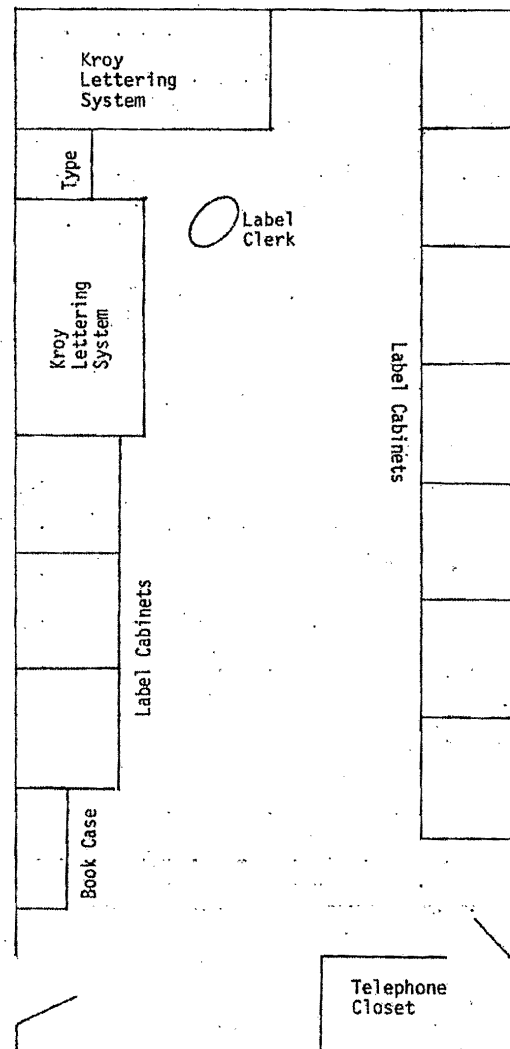
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[illegible]

U.S. POSTAL SERVICE WORK STATION LAYOUT		
<b>OPERATION:</b>  Rewrap Small Damaged Parcel In No. 2 Or No. 5 Jiffy Bag	<b>DATA DATE</b> 11-10-72	<b>DATA CODE</b> XC PKPGJB OONA
	<b>PREPARED BY:</b> YPS	Sheet <u>1</u> of <u>1</u>
	<b>APPROVED (Signature)</b>	<b>DATE</b>
<b>LAYOUT</b>		
<div style="border: 1px solid black; width: 60%; margin: 0 auto; padding: 5px;"> <b>REWRAP TABLE</b> </div> <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 20px;"> <div style="text-align: center;">  <p>NO. 2, 5 AND 7 JIFFY BAGS</p> </div> <div style="text-align: center;">  <p>BROKEN SPR OPERATOR</p> </div> <div style="text-align: center;"> <p>STAPLER</p> </div> </div>		
<b>SCALE:</b> 1/2" = 1'-0"		

PS Form  
Apr. 1973 4237-X

## LABEL CLERK



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LABEL CLERK  OPERATION 109-50	1	MAKES AND ORDERS LABELS AND SIGNS FOR MAIL PROCESSING OPERATIONS	x		1
	2	DISTRIBUTES LABELS TO MAIL PROCESSING OPERATIONS	x		
					20

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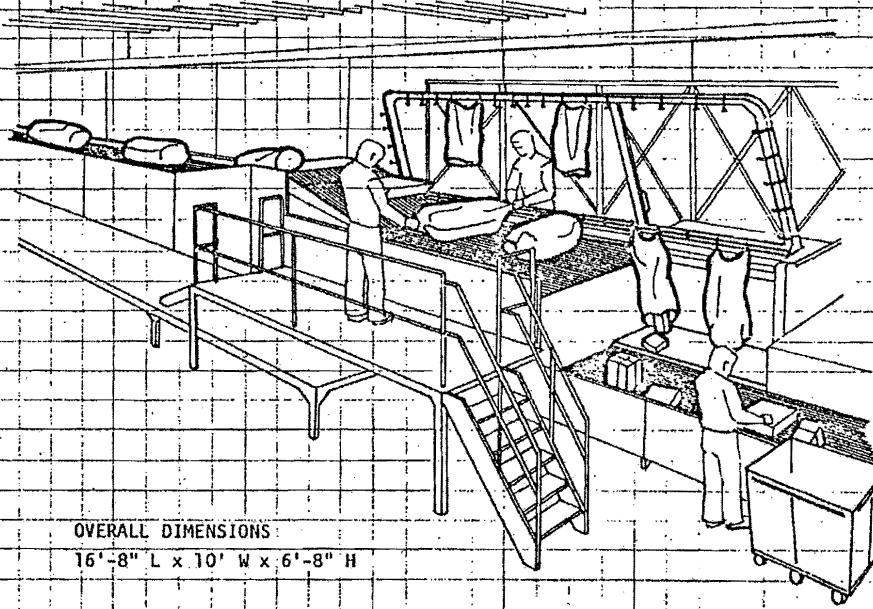





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SACK SHAKEOUT					1
	1	EMPTY SACK EITHER MANUALLY OR BY HANGING SACKS FROM MACHINE, ONTO CONVEYORS		X	
					21

U.S. POSTAL SERVICE WORK STATION LAYOUT			
<b>OPERATION:</b>  SHAKEOUT SACK (MIXED PARCELS) (3-OPERATOR TEAM)	<b>DATA DATE</b>  <b>PREPARED BY:</b>  <b>APPROVED (Signature)</b>	<b>DATA CODE</b> C-011  Sheet _____ of _____  <b>DATE</b>	
<b>LAYOUT</b>			
			
<b>OVERALL DIMENSIONS:</b> 16'-8" L x 10' W x 6'-8" H			
<b>PROCESS FLOW CHART:</b>			
Prepare sack for shakeout operator #1	Attach clamps operator #2	Verify sack removed - operator #2	Verify and call operation - operator #3
			
Repeat steps as required			
<b>SCALE:</b> NONE			



LDR  
REPRESENTATIVES  
PRINTED NAME

USPS: James Chumley

APWU: Leonard Dennison

NPMHU: Martin Doherty

INITIALS

USPS: *JC*

APWU: *LD*

NPMHU: *MD*

## UPDATED REGIONAL INSTRUCTION - 399 REVIEW

REVISED 9-1-2017 INSTALLATION INVENTORY  
OF  
MAIL PROCESSING OPERATIONS

FACILITY: GREENSBORO NDC CITY: GREENSBORO STATE/ZIP CODE: NC 27495 DATE: 12/24/2018

1. OPERATION NUMBER OR LOCAL DESCRIPTION	#	2. FUNCTION NUMBER OR LOCAL DESCRIPTION	3. ASSIGNED CRAFT AS OF 9-1-2017 (PLACE AN "X" IN COLUMN)		4. NUMBER OF ATTACHED DIAGRAM(S) (OPTIONAL)
			CLERK	MAIL HANDLER	
TACU-TARGEET AUTOMATED CONTAINER UNLOADER	1	RETRIEVES LOADED CONTAINERS FROM CRS		X	
	2	PLACE LOADED CONTAINERS INTO UNLOADER		X	
SACU-SACK AUTOMATED CONTAINER UNLOADER	3	REMOVE UNLOADED CONTAINERS FROM UNLOADER		X	
	4	PLACE EMPTY CONTAINERS BACK ONTO CRS		X	
					22

USPS: James Chumley  
APWU: Leonard Dennison  
NPMHU: Martin Doherty

NPMHU

REVISED 9-1-2017 INSTALLATION INVENTORY  
OF  
MAIL PROCESSING OPERATIONS

DATE: 12/24/2018

23

U.S. POSTAL SERVICE WORK STATION LAYOUT		
<b>OPERATION:</b>  <div style="text-align: center; padding-top: 20px;">SPOT VAN TO INBOUND DOCK (LOADED VAN)</div>	<b>DATA DATE</b>  <b>PREPARED BY:</b>  <b>APPROVED (Signature)</b>	<b>DATA CODE</b> <div style="text-align: center;">C-001</div> <b>Sheet</b> _____ <b>of</b> _____  <b>DATE</b>
<b>LAYOUT</b>		
<b>PROCESS-FLOW CHART:</b>		
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <p>Proceed to loaded van storage area</p> </div> <div style="text-align: center;"> <p>Transport loaded van to unloading dock location</p> </div> <div style="text-align: center;"> <p>Spot loaded van at inbound dock</p> </div> <div style="text-align: center;"> <p>Report action completed and proceed to next operation</p> </div> </div>		
As noted		

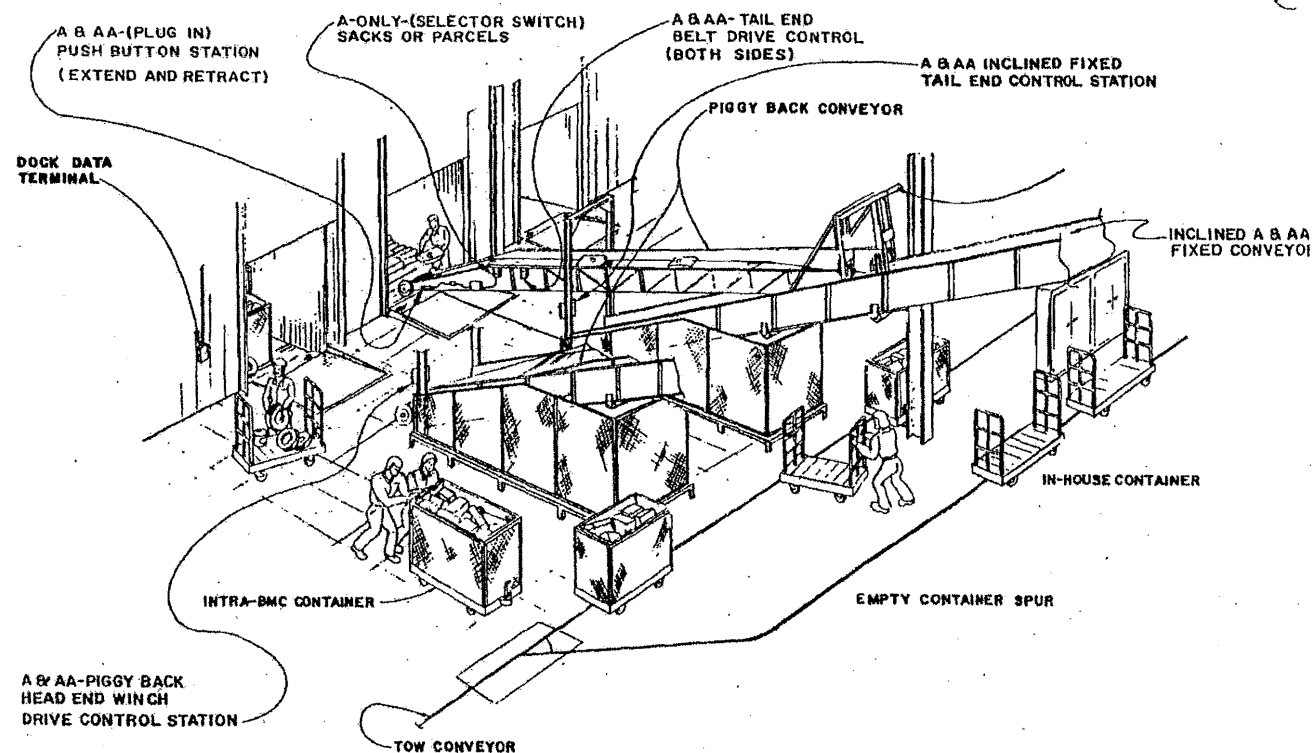


Figure 3-10 Unloading Operations

198

## INBOUND DOCKS

NPMHU: Martin Doherty

NPMHU:

## MAIL PROCESSING OPERATIONS

DATE: 12/24/2018

auto

U.S. POSTAL SERVICE WORK STATION LAYOUT			
OPERATION:  UNLOAD SACKS FROM VAN-BEDLOADED		DATA DATE  PREPARED BY:  APPROVED (Signature)	DATA CODE C-002 Sheet _____ of _____ DATE
LAYOUT			
<p>PROCESS FLOW CHART:</p> <pre> graph LR     A((Prepare station for sack unloading)) --&gt; B((Remove and stack stow bars in appropriate area))     B --&gt; C((Unload sacks))     C --&gt; D((Retract conveyor))     D --&gt; E((Install stow bars and reposition dock levelers))     E --&gt; F((Report action completed and proceed to next operation))                     </pre>			
SCALE: 1/8-Inch = 1 Foot			

PS Form  
Apr. 1973 4237-X

LDR  
 REPRESENTATIVES  
 PRINTED NAME  
 USPS: James Chumley  
 APWU: Leonard Dennison  
 NPMHU: Martin Doherty

INITIALS

USPS: [Signature]  
 APWU: [Signature]  
 NPMHU: [Signature]

UPDATED REGIONAL INSTRUCTION - 399 REVIEW  
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 OF  
 MAIL PROCESSING OPERATIONS

FACILITY: GREENSBORO NDC CITY: GREENSBORO STATE/ZIP CODE: NC 27495 DATE:

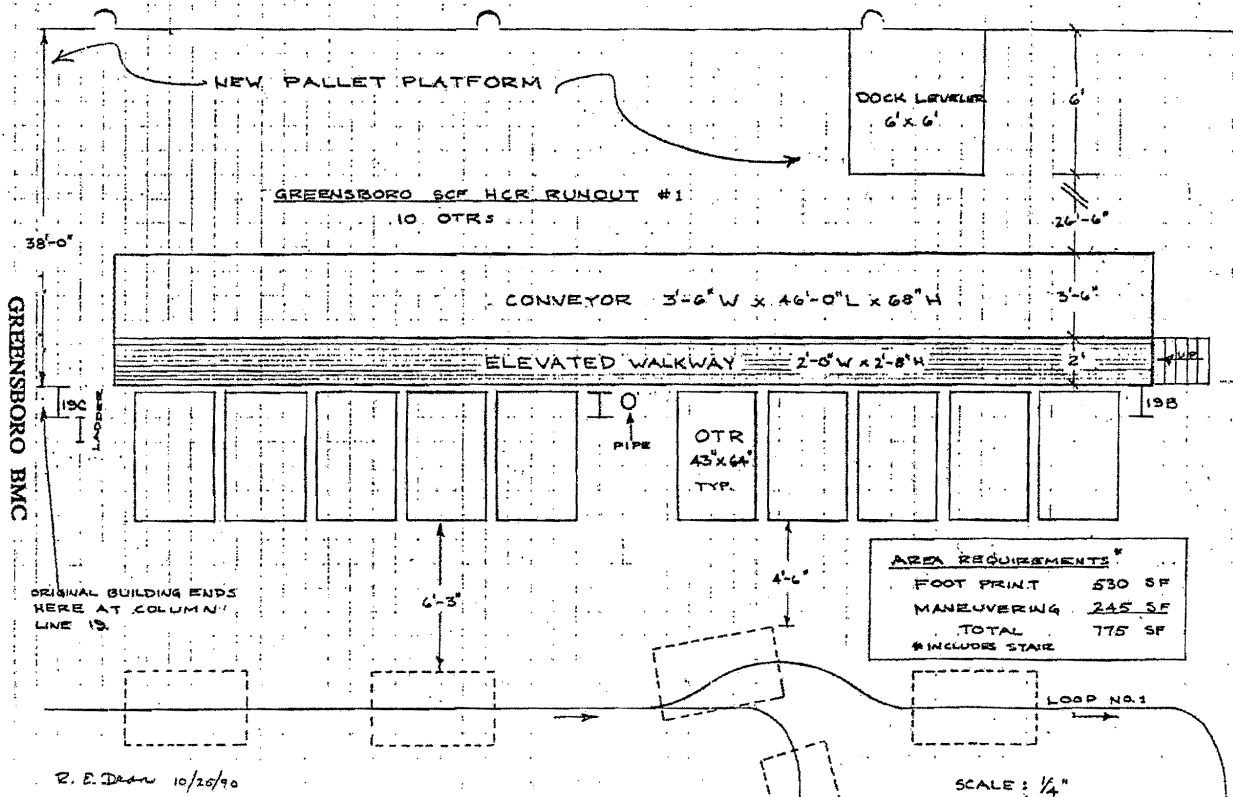
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			CLERK	MAIL HANDLER	
SCF DOCKS	1	CALLING FOR TRUCKS TO COME TO THE DOCK	x		3
	2	OPENING VAN/TRUCK/DOCK DOORS AND BREAKING SEALS	x		
	3	EXTEND DOCK LEVELER INTO TRAILER	x		
	4	CHECKING RED/GREEN SAFETY LIGHTS	x		
	5	PLACING WHEEL CHOCK UNDER TRAILER TIRES IF NEEDED	x		
	6	LOADING/UNLOADING OF CONTAINERIZED ROLLING STOCK MAIL		x	
	7	LOADING/UNLOADING OF PALLETIZED MAIL BY EQUIPMENT OPERATORS		x	
	8	LOADING/UNLOADING BED LOADED MAIL		x	
	9	ATTEND TO CONTAINER LOADERS IN AREA, REMOVE CONTAINERS AND LOAD ONTO TRUCK/TRAILER WHEN READY FOR DISPATCH		x	
	10	REMOVE WHEEL CHOCKS	x		
	11	RETRACT DOCK LEVELER	x		
	12	CLOSE VAN/TRUCK DOOR (RESEAL IF NECESSARY)	x		
	13	CLOSE DOCK DOOR	x		
	14	CALL FOR TRUCK/TRAILER TO BE REMOVED FROM DOCK	x		
					25

U.S. POSTAL SERVICE WORK STATION LAYOUT									
OPERATION:  <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;">             SPOT VAN EMPTY DOCK VAN STORAGE (EMPTY VAN)           </div>		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">DATA DATE</td> <td style="width: 50%; padding: 2px;">DATA CODE C-009</td> </tr> <tr> <td style="padding: 2px;">PREPARED BY:</td> <td style="padding: 2px;">Sheet _____ of _____</td> </tr> <tr> <td style="padding: 2px;">APPROVED (Signature)</td> <td style="padding: 2px;">DATE</td> </tr> </table>		DATA DATE	DATA CODE C-009	PREPARED BY:	Sheet _____ of _____	APPROVED (Signature)	DATE
DATA DATE	DATA CODE C-009								
PREPARED BY:	Sheet _____ of _____								
APPROVED (Signature)	DATE								
LAYOUT									
<p style="text-align: center;">DOCK LEVELER (RETRACTED)</p> <p style="text-align: center;">DOCK LEVELERS (EXTENDED)</p> <p style="text-align: center;">DRIVER CLOSES AND SECURES DOORS</p> <p style="text-align: center;">DESIGNATED DOCK SPACE AT UNLOADING PLATFORM</p> <p style="text-align: center;">EMPTY VAN STORAGE AREA</p> <p style="text-align: center;">SCALE: 1 Inch = 40 Feet</p>									
<p style="text-align: center;">VAN SPOTTED AT EMPTY VAN STORAGE AREA (BRAKES SET, HOSES AND ELECTRICAL CONNECTION DISCONNECTED, THEN FIFTH WHEEL LOWERED AND VAN SEATED ON PAVEMENT)</p> <p style="text-align: center;">SCALE: 1/8-Inch = 1 Foot</p>									
PROCESS FLOW CHART									
<p style="text-align: center;">Transport empty van to empty van storage area</p> <p style="text-align: center;">Report action completed and proceed to next operation</p> <p style="text-align: center;">Proceed to empty van at van unloading platform area</p> <p style="text-align: center;">Spot empty van at empty van storage area</p> <p style="text-align: right;">As Noted</p>									



U.S. POSTAL SERVICE WORK STATION LAYOUT			
<b>OPERATION:</b>  SPOT VAN EMPTY DOCK VAN STORAGE (EMPTY VAN)		<b>DATA DATE</b>  PREPARED BY:  APPROVED (Signature)	<b>DATA CODE</b> C-009  Sheet _____ of _____  DATE
<b>LAYOUT</b>			
<b>PROCESS FLOW CHART</b>			
As Noted			28

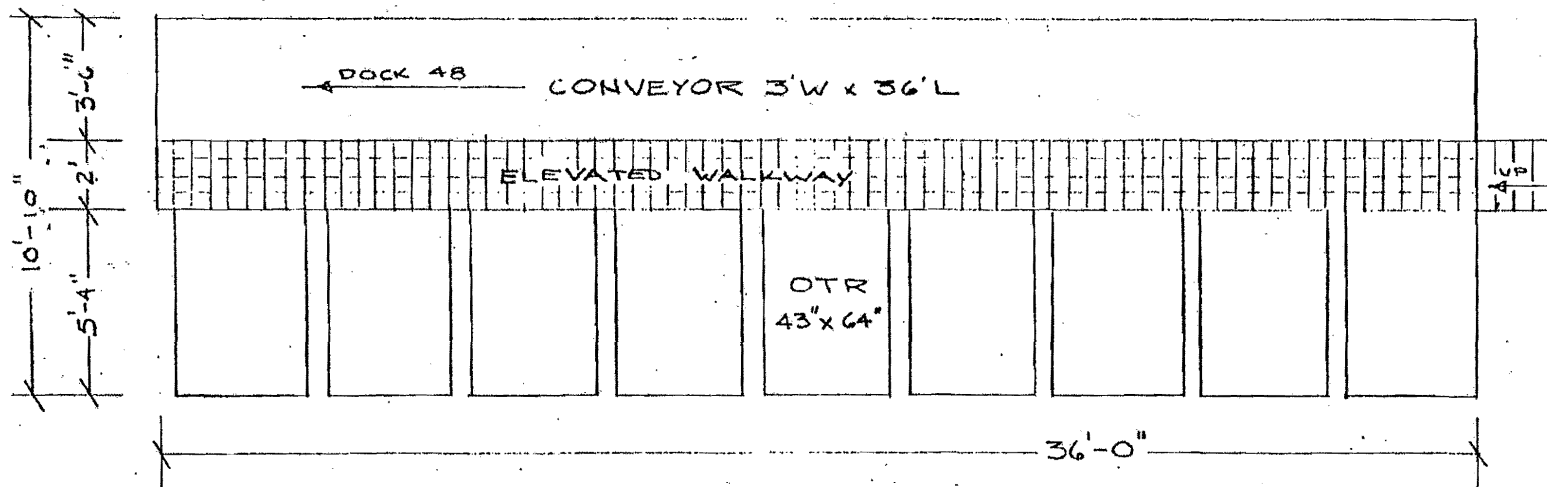
25-2



GREENSBORO BMC

GREENSBORO SCF 4CR RUNOUT #2

3 OTRs



AREA REQUIREMENTS \*

FOOT PRINT	422 SF
MANEUVERING	195 SF
TOTAL	617 SF

\* INCLUDES STAIR

SCALE : 1/4"

R. E. Dean  
10/24/90

25-3

Alvin W. Martin, Secretary

NPMHU:

USPS: James Chumley  
APWU: Leonard Dennis  
NPMHU: Martin Doherty

USPS: \_\_\_\_\_  
APWU: \_\_\_\_\_  
NPMHU: \_\_\_\_\_

REVISED 9-1-2017 INSTALLATION INVENTORY  
OF  
MAIL PROCESSING OPERATIONS

1. OPERATION NUMBER OR LOCAL DESCRIPTION	#	2. FUNCTION NUMBER OR LOCAL DESCRIPTION	3. ASSIGNED CRAFT AS OF 9-1-2017 ( PLACE AN "X" IN COLUMN)		4. NUMBER OF ATTACHED DIAGRAM(S) (OPTIONAL)
			CLERK	MAIL HANDLER	
PALLET DUMPERS LOCATIONS  H49,H50,H51	1	MAIL FROM MISSENT BROUGHT BY CLERKS	X		
	2	MAIL FROM INBOUND BROUGHT BY MAIL HANDLERS		X	
	3	DUMPERS LOADED, EMPTIED AND UNLOADED	X		
INBOUND, SRS2A, IN FRONT OF LOCKER ROOMS E13	1	MAIL BROUGHT TO DUMPERS BY MAILHANDLERS		X	
	2	CONTAINERS LOADED INTO DUMPER , EMPTIED AND CONTAINERS REMOVED FROM UNLOADER		X	

27

LDR  
REPRESENTATIVES  
PRINTED NAME

USPS: James Chumley

APWU: Leonard Dennison

NPMHU: Martin Doherty

INITIALS

USPS: *JC*

APWU: *LD*

NPMHU: *MD*

# UPDATED REGIONAL INSTRUCTION - 399 REVIEW

REVISED 9-1-2017 INSTALLATION INVENTORY  
OF  
MAIL PROCESSING OPERATIONS

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			CLERK	MAIL HANDLER	
ELECTRIC HAND AND MANUAL (PALLET) JACK OPERATORS	1	USED BY BOTH CRAFTS, DEPENDANT ON OPERATION BEING PERFORMED	X	X	
					28

LDRC  
REPRESENTATIVES  
PRINTED NAME

USPS: James Chumley

APWU: Leonard Dennison

NPMHU: Martin Doherty

INITIALS

USPS: *James*

APWU: *Leonard*

NPMHU: *Martin*

## UPDATED REGIONAL INSTRUCTION - 399 REVIEW

REVISED 9-1-2017 INSTALLATION INVENTORY

OF

MAIL PROCESSING OPERATIONS

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			CLERK	MAIL HANDLER	
PRIMARY AND SECONDARY MISSENT RUNOUTS	1	RETRIEVE MAIL FROM RUNOUTS AND LOAD INTO CONTAINERS	x		
	2	TAKE LOADED CONTAINERS TO BE DESIGNATED CONTAINER UNLOADERS TO REINSERT BACK INTO THE MAIL STREAM	x		
	3	TAKE CARE OF MINOR REWRAP AT RUNOUTS AND KEY STATIONS AND SSIU	x		
	4	SEND MAJOR REWRAP OVER TO REWRAP OPERATION	x		
					29

LDRG  
REPRESENTATIVES  
PRINTED NAME

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NPMHU: Martin Doherty

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			CLERK	MAIL HANDLER	
MSO1 CONVEYOR	1	EMPTY CONTENTS OF SACKS FROM UPPER CONVEYOR ONTO LOWER CONVEYOR OR DISTRIBUTE TO CONTAINERS		X	
	2	EQUIPMENT OPERATORS TAKE MAIL CONTAINERS TO BE UNLOADED OR DISPATCHED		X	
	3	SETUP OF MAIL CONTAINERS		X	
					30



LDRC  
REPRESENTATIVES  
PRINTED NAME

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INITIALS

USPS: 

APWU: 

NPMHU: 


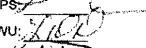

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REVISED 9-1-2017 INSTALLATION INVENTORY  
OF  
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			CLERK	MAIL HANDLER	
AUTOMATIC TRAY SLEEVER	1	MAIL BROUGHT TO ATS BY EQUIPMENT OPERATORS		X	
	2	TRAYS OF UNSLEEVED MAIL INSERTED INTO MACHINE TO BE SLEEVED		X	
	3	SLEEVED MAIL FROM ATS EITHER RECONTAINERIZED OR ENTER INTO THE HSTS INFEED SYSTEM		X	
	4	LOAD CARTS OF SLEEVES INTO ATS WHEN NEEDED		X	
					31

LDRG  
 REPRESENTATIVES  
 PRINTED NAME  
 USPS: James Chumley  
 APWU: Leonard Dennison  
 NPMHU: Martin Doherty

INITIALS  
 USPS:   
 APWU:   
 NPMHU: 

# UPDATED REGIONAL INSTRUCTION - 399 REVIEW

REVISED 9-1-2017 INSTALLATION INVENTORY  
 OF  
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			CLERK	MAIL HANDLER	
AUTOMATIC TRAY UNSLEEVE	1	MAIL BROUGHT TO ATUS BY EQUIPMENT OPERATORS		X	
	2	TRAYS OF SLEEVED MAIL INSERTED INTO MACHINE TO BE UNSLEEVED		X	
	3	UNSLEEVED/SLEEVED MAIL FROM ATUS EITHER RECONTAINERIZED OR ENTER INTO THE HSTS INFED SYSTEM		X	
	4	REMOVE CONTAINER OF REMOVED SLEEVES WHEN FULL AND REPLACE WITH AN EMPTY CONTAINER		X	
					32

LDRC  
REPRESENTATIVES  
PRINTED NAME

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NPMHU: Martin Doherty

INITIALS

USPS: 

APWU: 

NPMHU: 

# UPDATED REGIONAL INSTRUCTION - 399 REVIEW

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MAIL PROCESSING OPERATIONS

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			CLERK	MAIL HANDLER	
PLACES WHERE MAIL IS CULLED FROM THE WRONG SYSTEM OR DAMAGED/OPEN MAIL IS REMOVED FROM MAIL STREAM	1	REMOVE AND TAKE CARE OF MINOR REWRAP ONSITE		X	
	2	REMOVE DAMAGED MAIL TO BE SENT TO REWRAP		X	
	3	REMOVE MISSENT MAIL FROM MAIL STREAM TO BE SENT TO TO CORRECT SYSTEM		X	
	4	REMOVE OTHER ITEMS NOT BELONGING IN MAILSTREAM		X	
					33

NPMHU: Martin Doherty

NPMHU:

## MAIL PROCESSING OPERATIONS

34

USPS: James Chumley  
APWU: Leonard Dennison  
NPMHU: Martin Doherty


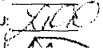
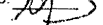
USPS  
APWU  
NPMHU

REVISED 9-1-2017 INSTALLATION INVENTORY  
OF  
MAIL PROCESSING OPERATIONS

[illegible]

LDRC  
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 USPS: James Chumley  
 APWU: Leonard Dennison  
 NPMHU: Martin Doherty

INITIALS

USPS:   
 APWU:   
 NPMHU: 

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			CLERK	MAIL HANDLER	
AUTOMATED AND MANUAL SHRINK WRAPPING	1	Dependant upon operation it is being used in	X	X	
					36

NPMHU: Martin Doherty

NPMHU:

## MAIL PROCESSING OPERATIONS

DATE: 12/24/2018

auto

NPMHU: Martin Doherty

NPMHU: /

## MAIL PROCESSING OPERATIONS

DATE: 12/24/2018

auto



LDRC  
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USPS: 

APWU: 

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# UPDATED REGIONAL INSTRUCTION - 399 REVIEW

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			CLERK	MAIL HANDLER	
OPERATION NO LONGER HERE BUT MAY POSSIBLY RETURN	1	PERFORMS MISC DUTIES IN FINANCE DEPT, SUCH AS FLASH REPORT DAT ENTERY, TRAVEL VOUCHER REVIEW, ACCOUNTS PAYABLE ETC..	X		
					39

LDRC  
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			CLERK	MAIL HANDLER	
TIMEKEEPER NOT IN THIS OFFICE AT THIS TIME BUT IT USED TO BE AND MAY ONE DAY RETURN	1	PERFORM TIMEKEEPING DUTIES, VARIOUS CLERICAL, SECRETERIAL AND STENOGRAPHIC DUTIES FOR DIRECTOR OF MAINTENANCE	X		1
					40

LDRG  
REPRESENTATIVES  
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NPMHU: Martin Doherty

INITIALS

USPS: 

APWU: 

NPMHU: 

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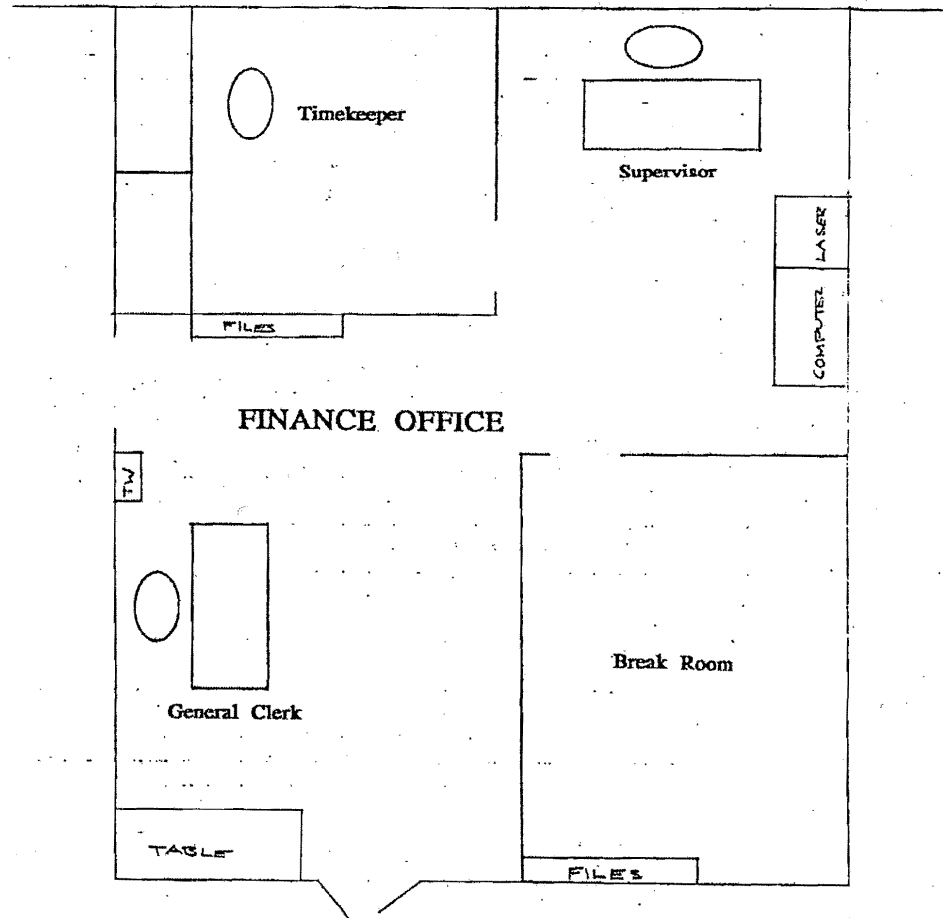
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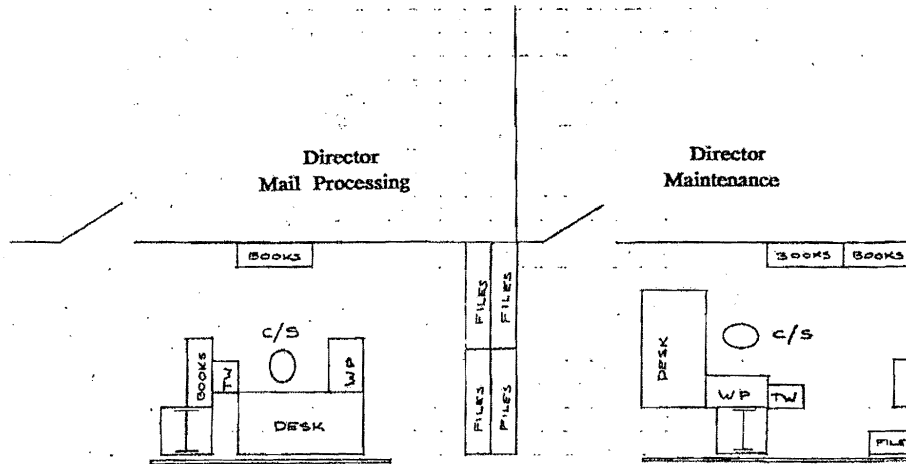
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			CLERK	MAIL HANDLER	
GENERAL CLERK STENOGRAPHER	1	PERFORM TIMEKEEPING DUTIES, VARIOUS CLERICAL, SECRETERIAL AND STENOGRAPHIC DUTIES FOR DIRECTOR OF MAIL PROCESSING	X		2
					41

## TIMEKEEPER & GENERAL CLERK



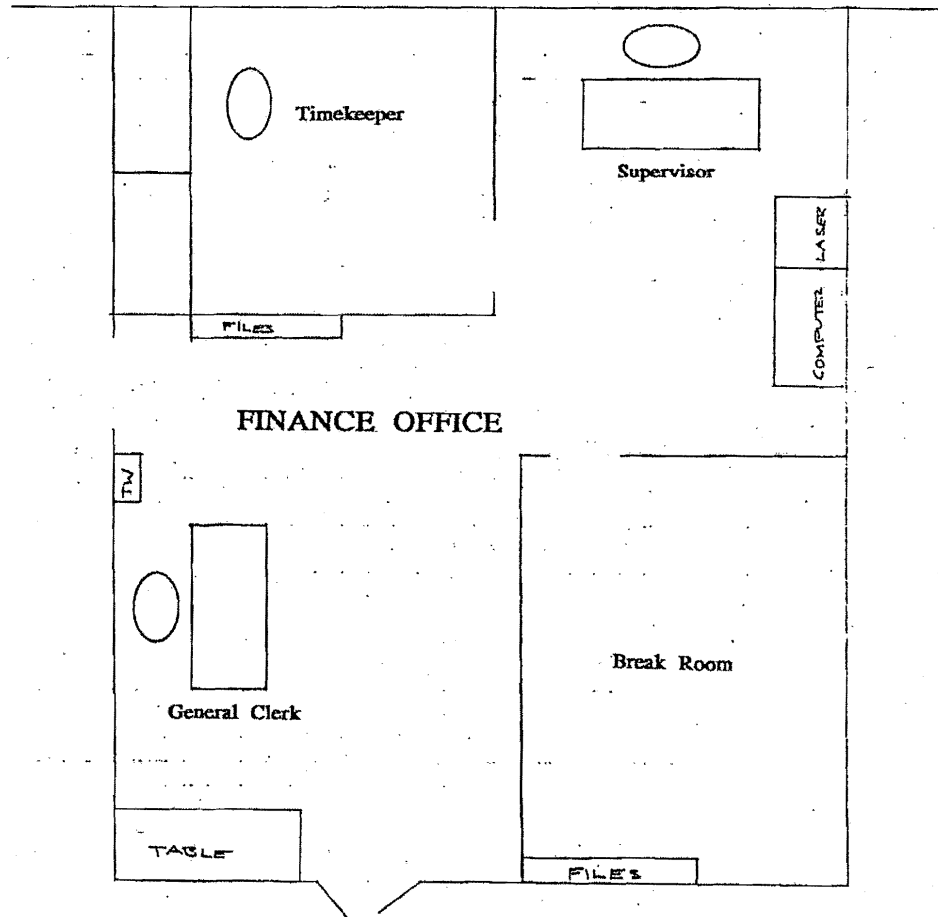
35

# CLERK/STENO



GREENSBORO BMC

## TIMEKEEPER & GENERAL CLERK



LDRC  
REPRESENTATIVES  
PRINTED NAME

USPS: James Chumley

APWU: Leonard Dennison

NPMHU: Martin Doherty

INITIALS

USPS:

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			CLERK	MAIL HANDLER	
NURSE NO LONGER IN THIS OFFICE BUT THEY USED TO BE AND MAY ONE DAY RETURN	1	PERFORMS VARIOUS NURSING DUTIES THAT INCLUDE PREVENTATIVE AND REMEDIAL CARE, PERFORM 2ND CLASS MAIL DISTRIBUTION	X		1
					42

## NURSE

NO DIAGRAM AVAILABLE



LDRC  
REPRESENTATIVES  
PRINTED NAME

USPS: James Chumley

APWU: Leonard Dennison

NPMHU: Martin Doherty

INITIALS

USPS:

APWU:

NPMHU:

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			CLERK	MAIL HANDLER	
Extended BBM		MAIL IS BROUGHT TO THE DUNMPER BY EQUIPMENT OPERATORS		X	4
	1				
	2	SORTING AREA IS SET UP BY CLERKS	X		
	3	MAIL IS SORTED FROM THE CONVEYOR BY CLERKS	X		
	4	SORTING AREA IS BROKEN DOWN BY CLERKS AND MAIL MOVED TO STAGING ARE FOR PICK UP BY EQUIPMENT OPERATORS	X		
	5	EQUIPMENT OPERATORS TAKE STAGED MAIL TO TRUCKS FOR DISPATCH		X	
					43

## EXTENDED BBM OPERATION

Winston-Salem Greensboro(270-274)  
Rocky Mount Raleigh(276)

### PURPOSE

The purpose of the Extended BBM Operation is to provide a finer distribution of working bulk business letters and flats. .

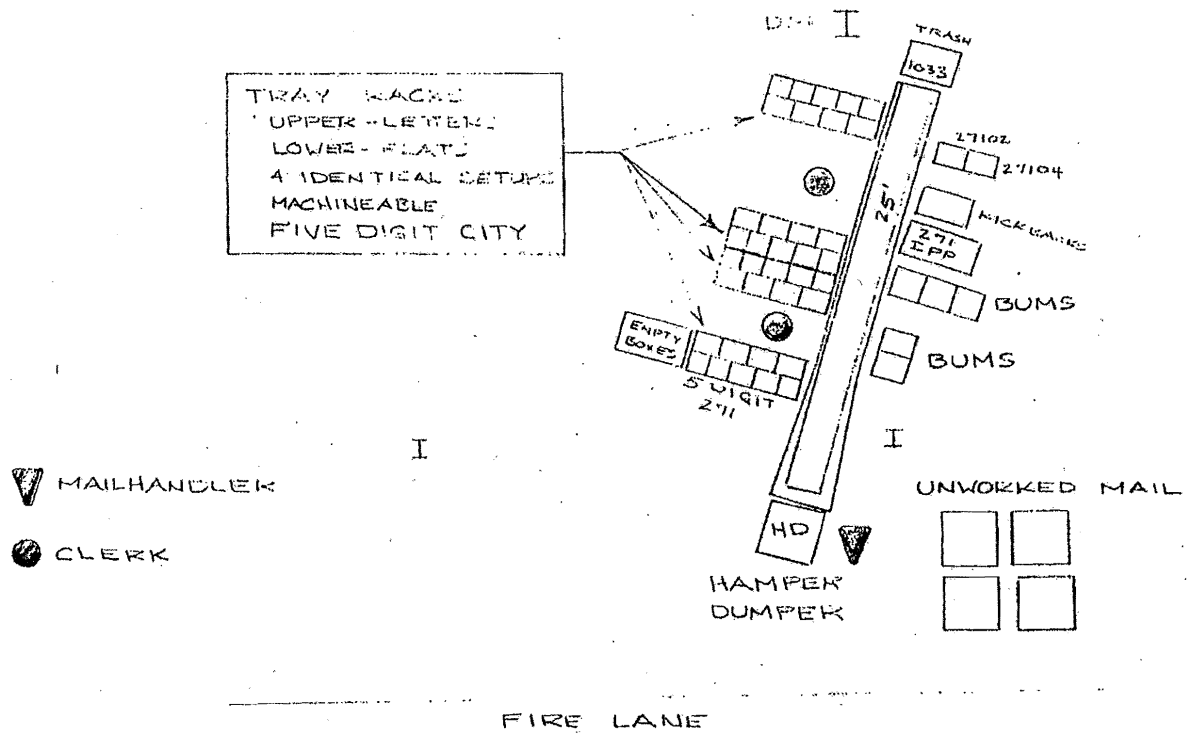
### DESCRIPTION

Bundles of working BBM arrive at the operation either in sacks via sack runouts or in containers. Mailhandlers then dump the bundles onto a Model 89 conveyor that moves them to the distribution clerks who sort them to five digit sacks, three digit cities or SCFs and three digit machineable trays. Typically, the number of separations is 28 at an average clerk distribution rate of 694 bundles per hour.

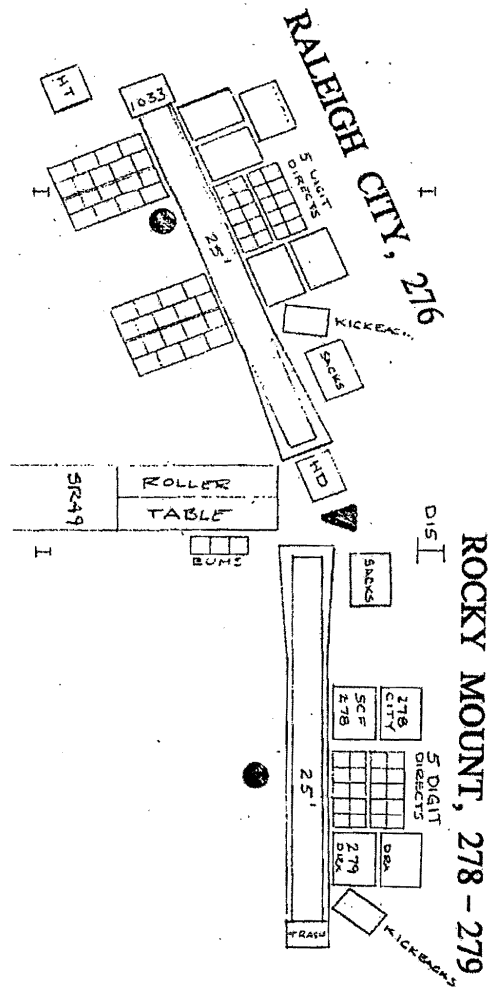
### COMMENTARY

Although there is no formal scheme knowlege involved, a considerable degree of memory work is involved to assure that all the mail is distributed properly. The clerks must decide whether a bundle contains flats or letters, whether it is a three or five digit direct and whether or not it is machineable. Even more decisions are made at this job than at most non-scheme distribution operations throughout the Postal Service.

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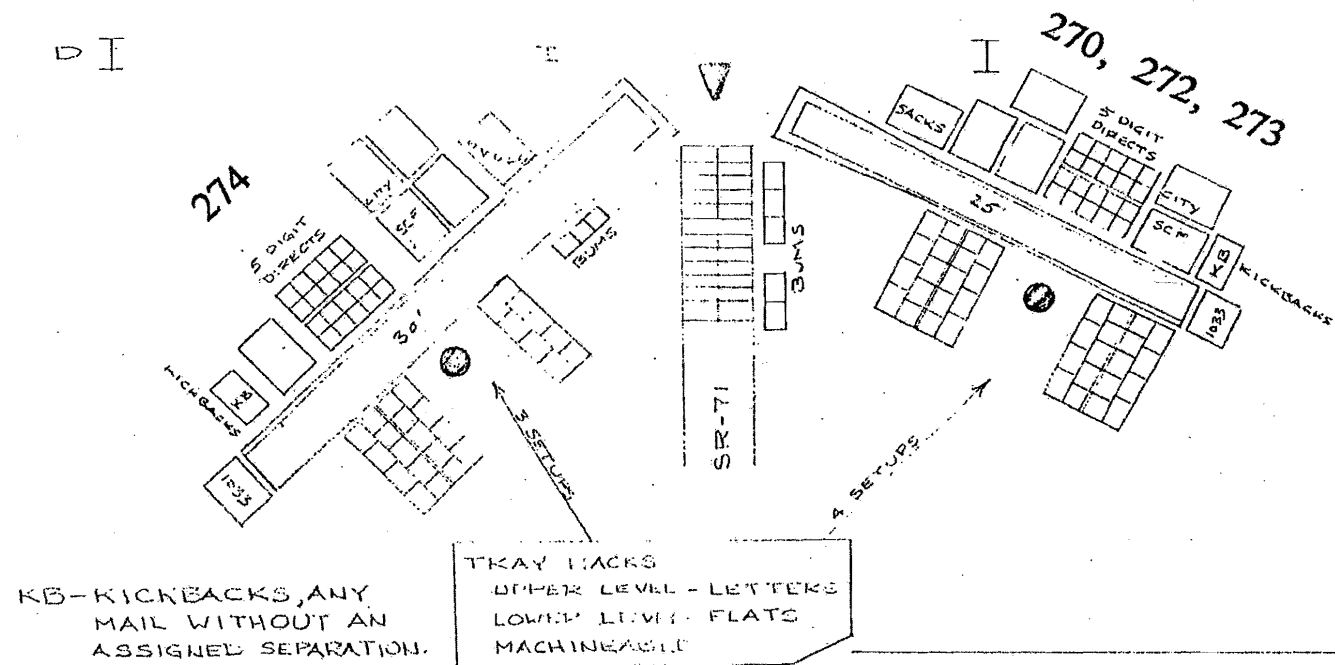
WINSTON - SALEM



MAILHANDLER

CLIP

D I



MAILHANDLER

CLERK

# GREENSBORO

